

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, APRIL 8, 1999
8:30 A.M.**

Commissioners Present: Kathy Campbell, Chair
Bob Workman
Linda Steinman

Commissioners Absent: Bernie Heier
Larry Hudkins

Others Present: Kerry Eagan, Chief Administrative Officer
Bruce Medcalf, County Clerk
Gwen Thorpe, Deputy County Clerk
Ann Taylor, County Clerk's Office

AGENDA ITEM

- 1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, MARCH 25, 1999; TUESDAY, MARCH 30, 1999 (9:00 A.M.) AND TUESDAY, MARCH 30, 1999 (3:30 P.M.)**

MOTION: Steinman moved and Workman seconded approval.

Workman requested that the second sentence of the ninth paragraph on Page 2 of the Staff Meeting minutes of Tuesday, March 30, 1999 (9 a.m. session) be amended to read as follows:

- * He suggested future discussion of the "20 acre rule" versus a density of 40 acres with three acre buildable lots, noting other counties have adopted this requirement.

ON CALL: Steinman, Workman and Campbell voted aye. Motion carried.

- 2 ADDITIONS TO THE AGENDA**

Board members requested that the following items be placed on the agenda for the Thursday, April 15th County Board Staff Meeting:

- * Grant Broker
- * Television Monitor for County Commissioners Office
- * Counter in the District Court Clerk's Office

Steinman requested that discussion of a County Attorney's Opinion with regards to ambulance service in the Southwest Rural Fire District be scheduled on a future agenda.

3 COMMISSIONERS MEETING REPORTS

- a. Lancaster Manor Advisory Committee - Workman

Workman reported that staff retention remains a problem at Lancaster Manor. He noted he has met with labor representatives and will be meeting later in the day with Larry Van Hunnik, Lancaster Manor Administrator, to discuss possible solutions to the problem.

- b. Needs Assessment Executive Committee - Campbell, Steinman

Steinman reported that information gathered during Phase I of the Comprehensive-Based Human Services Needs Assessment and Comprehensive Plan was reviewed.

- c. Master Plan Steering Committee - Campbell, Steinman

No report was given.

- d. Joint Budget Committee - Campbell, Steinman

Steinman reported that discussion focused on the following:

- * Phase II of the Comprehensive-Based Human Services Needs Assessment and Comprehensive Plan
- * \$15,000 in youth development funds for leadership training
- * Distribution of a capital grant by the Lincoln Foundation

ADMINISTRATIVE OFFICER REPORT

- f. Budget Monitoring Committee Appointments

The Board reviewed the 1999 membership list for the Budget Monitoring Committee (Exhibit A) and requested the following substitutions:

- * Commissioner Steinman for Commissioner Heier
- * Dennis Banks, Attention Center Director for Mike Thurber, Corrections Director
- * Don Thomas, County Engineer, or Terry Wagner, Lancaster County Sheriff, for Gary Lacey, County Attorney

Campbell will contact the Lincoln Independent Business Association (LIBA) and the Lincoln Chamber of Commerce regarding their representation on the committee. James Gordon and Ron Krejci will also be contacted and asked to continue service on the committee.

- 4 BENEFITS FOR UNCLASSIFIED, UNREPRESENTED EMPLOYEES** - Ron Todd, Personnel Director; Diane Staab, Deputy County Attorney; Terry Wagner, Lancaster County Sheriff

Diane Staab, Deputy County Attorney, briefly reviewed a draft of a resolution adopting benefits for County employees in the unclassified service (Exhibit B), noting the following changes:

- * Resolution will also apply to the District Court Referee
- * Inclusion of a statement that Deputy Sheriffs covered by the resolution are classified under the Sheriff's office merit system and the rules and regulations of the Lancaster County Sheriff Merit Commission

Board consensus to strike the phrase "except for bailiffs" from the section defining sick leave benefits and add a statement to the resolution that vacation, personal holidays and funeral leave for bailiffs will be left to the discretion of the judge they serve.

Staab also reviewed a resolution amending the salaries of Deputy Sheriff Captains for the 1998-1999 pay year (Exhibit C), noting the following:

- * Longevity pay is merged into the current Sheriff Captains' base rate of pay
- * A one-time pay-out of sick leave benefits to Sheriff Captains that exceed the maximum accrual
- * A one-time pay-out of fourteen (14) hours of excess vacation accrual to current Sheriff Captains
- * Establishment of a salary range of \$42,400 to \$58,350 for Sheriff Captains

Terry Wagner, Lancaster County Sheriff, noted that having a salary range for Sheriff Captains, rather than a step system, provides more flexibility to award salaries that are based upon skill and performance.

In response to a request from Wagner, Bruce Medcalf, County Clerk, agreed to research whether hourly rates could be eliminated from salaried employees pay stubs.

5 PENDING LITIGATION - Diane Staab, Deputy County Attorney; Sue Eckley, Workers' Compensation & Risk Management Manager

MOTION: Steinman moved and Workman seconded to enter Executive Session at 9:45 a.m. for discussion of pending litigation. On call Steinman, Workman and Campbell voted aye. Motion carried.

MOTION: Workman moved and Steinman seconded to exit Executive Session at 10:05 a.m. On call Workman, Steinman and Campbell voted aye. Motion carried.

6 DISTRICT COURT CLERK PERSONNEL REQUEST - Kelly Moore Guenzel Handlos, Clerk of the District Court; Cookie Wittler, Accounting Supervisor

Kelly Moore Guenzel Handlos, Clerk of the District Court, requested authorization to add one (1) additional full-time employee to the Fiscal Year 1999-00 budget, to assist with an increased number of case filings in her office (Exhibit D). She stated an additional allocation of funds will not be necessary, as funds available through reductions in temporary personnel could be transferred from the Temporary Services and Overtime budgets.

In response to a question from Workman, Cookie Wittler, Accounting Supervisor, estimated the budget impact at \$22,000.

Campbell stated personnel requests are generally addressed during Department Budget Hearings, which will be held in May and June.

Steinman noted funding of the Temporary Services budget in Fiscal Year 1998-99 was through a deficit allocation, so additional funds would be required to fund the position in Fiscal Year 1999-00.

Board consensus to defer this item one week to allow sufficient time for review and a recommendation from Dave Kroeker, Budget and Fiscal Officer.

7 ACTION ITEM

- a. Topics for April 16, 1999 Common Meeting

Eagan reported the following agenda items:

- * Presentation by University of Nebraska at Lincoln - Donation of the "Lincoln Letter" to the City/County Government Complex
- * Wilderness Park Study Update - Planning/Mediation Center
- * Parks & Recreation and Public Works - Weed Control

No additions were indicated.

8 CONSENT ITEMS

- a. Microcomputer Request C#99084 from the Community Mental Health Center Budget for \$29,433.44 for 17 Compaq Deskpros; 16 Monitors; 3 Laser Printers and Various Software
- b. Microcomputer Request C#99102 from the County Assessor's Budget for \$1,488.89 for 1 Exabyte Drive and 5 Exabyte Tapes

MOTION: Steinman moved and Workman seconded approval of the Consent Items. On call Steinman, Workman and Campbell voted aye. Motion carried.

9 ADMINISTRATIVE OFFICER REPORT

- a. Proxy for Ameritas Acacia

The Board authorized Eagan to return the proxy statement.

- b. Renewal of a Contract with Educational Service Unit (ESU) #18 to Perform County Superintendent Services

Board consensus to renew the contract with Educational Service Unit (ESU) #18.

- c. Special Recognition for Deceased Employee at Lancaster Manor

The Chair noted this item has been dropped from the agenda.

- d. Request for West Access to Saratoga School

Eagan reported that Don Killeen, County Property Manager, recommended denial of the request, as future use of the property has not been determined and approval would result in the elimination of two parking spaces.

MOTION: Steinman moved and Workman seconded to accept the recommendation of Don Killeen, County Property Manager, and deny the request until a more definitive plan for Trabert Hall is in place. On call Steinman, Workman and Campbell voted aye. Motion carried.

- e. County Board of Zoning Appeals Appointments

Eagan reported on the resignation of Charles Weichert from the County Board of Zoning Appeals and reviewed a list of members (Exhibit E).

Board consensus to defer this item one week.

- f. Budget Monitoring Committee Appointments

This item was moved forward on the agenda.

- g. Rural Address Committee

Eagan reported on the progress of the Rural Address Committee noting the following:

- * A pilot project in the Hickman area, utilizing data from Aliant Communications with a geocoding overlay, revealed a match for 92 percent of the addresses
- * Recommendation that the County Assessor's OASIS (computer aided mass appraisal database) system be utilized in development of a consolidated address database
- * Formation of a subcommittee to clarify address standards
- * Formation of a subcommittee to recommend which entity will be responsible for assigning addresses in the future

Eagan noted that interlocal agreements with Lancaster County villages are crucial, as the villages are continuing to assign addresses for new subdivisions within their one mile jurisdictions. He also noted that hiring of an intern to enter data and make necessary address corrections may be necessary, although the cost has not been determined.

Campbell suggested that consideration be given to pursuing a grant to fund the intern position.

ADJOURNMENT

At the direction of the Chair, the meeting was adjourned.

Bruce Medcalf
Lancaster County Clerk